

# Court-Ordered Withholdings (Garnishments, Bankruptcies, and Child Support/Alimony)

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**Purpose**

To provide guidance on processing court-ordered salary deductions such as commercial garnishments, bankruptcies, and child support/alimony.

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**Definition**

Court-ordered withholdings are salary deductions ordered by a court of law to satisfy a specific debt.

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**ARC HR Processing**

Step	Action
1	Receive orders from the court. If the employee's office receives the orders, they should be forwarded to: Bureau of the Public Debt, ARC Processing Operations Branch 200 Third Street, Avery 2A Parkersburg, WV 26106
2	Send copy of orders to agency legal staff or designated representative to verify that the orders conform to regulations.
3	Establish the deduction with the National Finance Center (NFC). (If over 4 orders, make special arrangements with NFC to pay manually.)
4	Send a letter of notification to the employee with a copy of the court orders. *
5	Monitor the bill to ensure NFC makes the required deductions.

\*NOTE: In the state of Colorado, the original comes to the employer who must provide a copy to the employee. Obtain employee's signature confirming receipt.

**For more  
information from  
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